

# Notification of Water Usage Surcharge Adjustment

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your water usage surcharge that will take effect on [Insert Effective Date]. This adjustment is in response to the recent increase in water costs and usage levels.

Your new water surcharge will be [Insert New Amount], which will be reflected in your next billing cycle.

We appreciate your understanding and cooperation regarding this matter. Please feel free to reach out to us if you have any questions or concerns.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]